

SECRET

01 MAR 1963

ADM-3

MEMORANDUM FOR: Deputy Director (Research)

THROUGH

A Deputy Director (Support) HGL 4 MAR 1963

SUBJECT

: Communications Personnel Requirements for the
Office of Special Activities

REFERENCE

: Memo dtd 20 Feb 1963 fm DD/R to DD/S

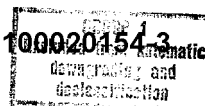
1. The reference has been forwarded to me from the Deputy Director (Support).

2. In order that your planning may be based on a realistic estimate as to when these additional people may be available, it is important that you understand that the Office of Communications will be unable to assign people from its present strength since (a) there has been a large increase recently in the work load of the Office of Communications due to tasks assigned it by the National Security Council Sub-committee on Communications, and (b) there is an acute shortage of operating type personnel in the present staff of the Office of Communications as reflected by over 100 vacancies. Included in these vacancies are positions for 36 code clerks, (including 24 previously approved for OSA) 42 engineers and technicians, and 36 radio operators (all of which are committed to previously approved projects).

3. The outlook for the recruitment of communications personnel is related, to a considerable extent, on the demands for other types of Agency employees since the Personnel, Security, and Medical offices are involved in the whole recruitment program. I have been working closely with the Directors of these offices in order to streamline procedures to the maximum in an effort to reduce the processing time. On the basis of present recruitment, the outlook for the availability of the various categories of personnel is as follows:

a. Code Clerks: I expect to be able to start a class of about 15 code clerks in April 1963. The training time is ten weeks and upon graduation, most of these people will be assigned to fill existing vacancies in the Communications Branch of OSA. Hopefully, some time in June there will be sufficient recruits available for another

class of



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class of about the same size. Some of this second class will be available for assignment to OSA in August.

b. Radio Operators: In the middle of March I expect to start a class of about 45 student operators. The normal training period is 26 weeks which indicates an availability in the late summer or early fall for this category of personnel.

c. Engineers and Technicians: Because of the universal shortage and highly competitive market for this category of personnel, I have been exerting pressure for some time to try and meet my existing needs. I have been a little encouraged by recent events but I cannot give any indication when to plan on the availability of any additional technicians. Possibly by the middle or the end of summer a very limited number may be available.

4. It is my understanding that the major portion of the personnel that you may require are code clerks. An increase in the Communications Branch, OSA, of some 40 code clerks will bring the authorized strength for code clerks of this Branch to about the level of the Headquarters Signal Center. Therefore, it is necessary that the Communications Branch, OSA be developed to include the flexibility that might be necessary for a quick reaction to meet spontaneous operational needs or peak work load periods and to include sufficient flexibility to absorb the inevitable loss factors for leave, sickness, training, overseas processing, etc.

5. The recommendation contained in the last sentence of paragraph 5 of the reference is unrealistic. Recruitment can take place, but if the recruits can't EOD until the expanded T/O is approved, we will simply waste recruiting time and gain almost nothing. Our experience has shown that there is little time to be gained by processing applicant files too far in advance of the actual employment authority. What happens is that the applicant accepts other employment during the indefinite waiting period. However, if the expanded T/O is approved within six to eight weeks this loss will not occur.

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6. I have two suggestions to offer which if found feasible will
alleviate the situation confronting us at this time:

a. Competent wire and electronic technicians are obtainable
from the [REDACTED] These would cost
approximately \$5000.00 more than the cost to the Agency for a
comparable GS-11 Office of Communications technician. I would
undertake to obtain such technicians, screen them, assess their
capabilities and assign the qualified ones to the communications
element of OSA. After assignment they would be the same as if
they were personnel from the OC.

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b. My second suggestion is that an attempt be made to obtain
cryptographers (CT/C) from the Air Force on detail to the Agency
for a period of from six to eight months. If this can be done I can
replace them near the end of their detail with qualified OC cryptographers
which I will immediately start to recruit and train.

[REDACTED]
Director of Communications

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Dr. Scoville, we have
sent the original of this memo
to Col. Ledford and [REDACTED]
will follow through. [REDACTED]

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*Checked
Mar. 24 - EBG
says answer on way
& also total T.O.
problem
done Jan
1 April
Jan*